Villa
Julie
College

student handbook 1978 - 1980

THE VILLA JULIE COLLEGE SEAL

The dove symbolizes freedom, peace, individuality, poise, gentleness, love. The dove is ready for flight with strength in her wings, not too easily frightened, but forever alert to all that is happening around her.

The branch she stands on symbolizes life, growth, rootedness, the Seven Oaks.

The background of the seal, emphasizing the dove, is technically called the valley and is in green, symbolizing the Green Spring Valley; the green leaves express life, growth, hope.

The open rim signifies the college's efforts toward openness and its belief in open-ended education.

The seal as a unit symbolizes simplicity, as well as incorporation into the scholarly tradition of the past since the general design is derived from a medieval gothic seal.

VILLA JULIE COLLEGE
STEVENSON, MARYLAND 21153

SEPTEMBER 1978

The student is responsible for the information in this handbook.

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My dear students,

Welcome to Villa Julie. The two years you spend here will be a time of learning and growth, much joy, and hopefully, great personal satisfaction.

This student handbook should help you over the rough spots. For the questions this manual does not answer, the counselors, your instructors, the entire staff and I will be glad to help you. Don't hesitate to ask us.

These two years, short as they will seem when you look back on them in a few years, are precious. They represent your time to develop the self-confidence that is rooted in knowledge - knowledge of yourself, of others, of the world. They are your time of freedom to explore and to question and to learn.

As you progress through this special time, you can have the satisfaction of knowing that you are attending a unique college, one that specializes in career-training and at the same time provides a solid liberal arts undergirding in all programs.

The value you will get out of all this will be directly proportional to what you put into it.

Meanwhile, the faculty and I look forward to helping you achieve your best self!

Your devoted,

Sister Mary Stephen

Sister Mary Stephen Manuszak
President

Dear Fellow Students:

Hello and welcome to Villa Julie College. Although we are here only two years, we hope to find enough time to kindle friendships that will last a lifetime, as well as to acquire a well-rounded education.

Life at Villa Julie is filled with many challenges and memorable experiences. The more challenges we undertake, the more rewarding the experiences will be. To tackle the many challenges ahead may sometimes seem difficult, but with the helping and guiding hands of fellow students, faculty and administrators, even the seemingly impossible is within reach.

College should indeed be more than just work. Involvement in extra-curricular activities makes college life a much more fulfilling experience.

We, the Student Government Association of Villa Julie College, are here to serve you, but it is only with total student involvement that our activities can be successful. Together we can make it happen.

Good luck!

The Student Government Association

ACADEMIC CALENDAR 1978-1979

FIRST SEMESTER	August		
	28	(M)	Registration (Sr.) Orientation (Fr.)
	29	(T)	Registration (Fr.) Orientation (Fr.)
	September		
	5	(T)	Classes begin, 8:00 a.m.
	12	(T)	Last day to add a course
	October		
	13	(F)	Columbus Day Holiday
	20	(F)	End of First Quarter
	27	(F)	Last day to drop a course
	November		
	22-23-24		Thanksgiving Holidays
	December		
	18-22		First Semester Examinations
	December 23 - January 28: Intersession		
SECOND SEMESTER	January		
	23	(T)	Registration (Sr.)
	24	(W)	Registration (Fr.)
	29	(M)	Classes begin, 8:00 a.m.
	February		
	5	(M)	Last day to add a course
	23	(F)	Washington's Birthday Holiday
	March		
	16	(F)	End of Third Quarter
	23	(F)	Last day to drop a course
	April		
	12-17		Spring Break
	May		
	14-18		Final Examinations
	23	(W)	Baccalaureate
	24	(Th)	Commencement

ACADEMIC CALENDAR 1979-1980

FIRST SEMESTER	August		
	27	(M)	Registration (Sr.)
			Orientation (Fr.)
	28	(T)	Registration (Fr.)
			Orientation (Fr.)
	September		
	4	(T)	Classes begin, 8:00 a.m.
	11	(T)	Last day to add a course
	October		
	12	(F)	Columbus Day
	19	(F)	End of First Quarter
	26	(F)	Last day to drop a course
	November		
	21-22-23		Thanksgiving Holidays
	December		
	17-21		First Semester Examinations
	December 22 - January 27: Intersession		
SECOND SEMESTER	January		
	22	(T)	Registration (Sr.)
	23	(W)	Registration (Fr.)
	28	(M)	Classes begin, 8:00 a.m.
	February		
	4	(M)	Last day to add a course
	22	(F)	Washington's Birthday Holiday
	March		
	14	(F)	End of Third Quarter
	21	(F)	Last day to drop a course
	April		
	3-8		Spring Break
	May		
	12-16		Final Examinations
	21	(W)	Baccalaureate
	22	(Th)	Commencement

ACADEMIC REGULATIONS

ATTENDANCE POLICY

Grades will be based on demonstrated achievement of the objectives of the course, not on appearance in class as such. In some courses class participation is obviously essential to the objectives of the course; this decision is left to each faculty member. Class attendance may, of course, be taken for purposes of learning to know names and faces, the guidance expected in an educational enterprise, and the personal concern traditional at Villa Julie College.

Every faculty member is expected to distribute to the students during the first week of the course: a summary of the general and specific objectives of the course, a statement of what the classroom presentations are designed to contribute to these objectives, and an assignment and test schedule for the semester. All tests and major papers or projects should examine achievement of the stated objectives of the course.

Every student is responsible to achieve in some way the material covered or the skills exercised during scheduled classes. The student cannot expect special tutoring to make up for unnecessary absence from class; much less should he expect test dates to be changed for his convenience. Freedom of choice carries with it the obligation to accept the consequences of one's choice.

Faculty should be mindful of differences in student temperament, gifts, and mode of participation. Students should be mindful that they must communicate to their teachers somehow their achievement in the course; a student who would rather not place the full burden of this communication on his final exam and/or term project, would do well to communicate his growth in knowledge through class participation.

Finally, when the class grade has been given, the student should trust that the instructor has tried to give an honest appraisal of the student's accomplishment. Nevertheless, any student who questions the accuracy of a grade received may request an explanation from the instructor. A college that has a policy of "responsible attendance" also expects its students to exercise the responsibility of trying to handle their difficulties themselves. Only after this effort has been made should the faculty adviser, or a dean, or another third party be approached for further aid.

GRADES AND REPORTS

The academic standing of a student is determined by the quality and quantity of his work. For admission into the senior class, a student must have completed a minimum of thirty semester hours of satisfactory grade.

Grades are determined by the students' achievement in class work and by the midterm and final examinations.

Grades are issued at the end of each quarter. The first and third quarter marks

are advisory; the semester grades determine actual academic standing.

The grading system is as follows:

A Unquestioned excellence; outstanding achievement.
B Above average attainment.
C Satisfactory mastery of essentials.
D Mere fulfillment of minimum requirements; inferior performance (only three hours of D in any one semester will be counted toward a degree). Generally not accepted for transfer credit.
F Failure; no credit for the course.
W Withdrawal if done within eight weeks after the beginning of the semester.
I Incomplete - the grade of "I" will be granted only by written request, and is subject to approval of both the Dean of the College and the instructor. An "I" which is not removed in four weeks automatically converts to an "F". No quality point average will be computed for a student while any course remains incomplete.

QUALITY POINT AVERAGE

Rank in class, academic standing, class promotion, graduation and honors are based on the quality ratio. This is computed by multiplying the number of semester hours of credit by the quality points given to the grade, and dividing the sum of the products by the total number of semester hours carried. The quality points allotted to each letter grade are as follows: A = 4 quality points; B = 3 quality points; C = 2 quality points; D = 1 quality point; F = 0 quality points. The following is an example of quality point average (QPA) computation:

grade earned		quality points		credits		
A	=	4	x	3	=	12
B	=	3	x	3	=	9
C	=	2	x	3	=	6
C	=	2	x	3	=	6
A	=	4	x	4	=	16
				16		49

49 divided by 16 = 3.0625

In any one semester only three credits in D are counted for the degree and computed in the quality point average.

DEAN'S LIST

Full-time students who earn a quality ratio of 3.4 in any semester have their names placed on the Dean's List.

ACADEMIC STATUS

Any student who has attempted 9 to 16 semester hours of credit and whose quality

point average falls below 1.50 is assigned probationary status for that semester. A student who has attempted 17 to 28 semester hours of credit and whose quality point average falls below 1.90 is considered on academic probation. After a student takes 28 or more credits, he must achieve a quality point average of 2.00 in order to be assigned regular academic status.

DEGREE REQUIREMENTS

In order to qualify for the degree of Associate in Arts, the student must meet the following requirements:

- Successful completion of a curriculum approved for the student by the college.
- Satisfactory completion of a minimum of sixty hours of academic credit.
- Earn no less than thirty hours of credit at Villa Julie College.
- Earn a quality point average or 2.00 or more ("C" average or better).
- Successful completion of courses that fulfill the college requirements in the Arts and Sciences:
  - One course in English Composition
  - One course in English Literature
  - One course in Speech or Drama
  - One course in the Fine Arts (Art, Music, Dance)
  - One course in Philosophy
  - One course in Religion
  - One course in the Social Sciences (History, Political Science, Sociology, Economics)
  - One course in Mathematics, Psychology, or the Natural Sciences (Biology, Chemistry, or Physical Science)
- Satisfactory compliance with all the general regulations of the college.

It is the responsibility of the student to see that these requirements are fulfilled.

Any student intending to continue his education should check the requirements of the institution to which he expects to transfer. Advisers at the college will assist the student in planning to transfer. However, it is the responsibility of the student to see that he fulfills the requirements of the senior institutions.

FINAL REGISTRATION

Final registration will take place on the days designated by the college, and within the assigned hours. Students who cannot come during the scheduled hours of the day, may register in the evening; one evening will be specified to accommodate these students.

LATE REGISTRATION

A student unable to be present at the scheduled registration hour may make arrangements with the Registrar to register at another time. A fee of $5.00 will be charged for each early or late registration.

SCHEDULE CHANGES

A student's program of studies is made out in consultation with the Division Chair-

man or the Faculty Adviser.

Any student attending Fall or Spring sessions who wishes to add a subject may do so only during the first week of classes each semester. Any student attending January or summer sessions who wishes to add a subject may do so only before the second class meeting.

Any student attending Fall or Spring sessions is permitted to drop a course during the first eight weeks after the semester begins. After that time any student who drops a course receives a grade of "F". Any student attending January or summer sessions is permitted to drop a course during the first two weeks after the semester begins. After that time any student who drops a course receives a grade of "F".

There will be a fee of one dollar charged for each change in schedule made after registration is complete.

COURSE LOAD

The normal student load for full-time students is from 15 to 17 semester hours of credit depending upon the curriculum in which a student is registered. A student may not register for more than 17 hours in any one semester without the permission of the Dean of the College. There is an additional tuition charge for credits over 17 hours.

A semester hour represents credit earned for one hour of class or two hours of laboratory work during each week of one semester of fifteen weeks. Thus a student who does satisfactory work in a class that meets three lecture hours a week for one semester receives three credits for that class.

Part-time students may carry eight credit hours. Normal course load for the summer session is six credits. Exceptions to this rule must be approved by the Dean of the College, where the student is enrolled for a degree, either before or at the time of registration.

TRANSCRIPT REQUESTS

Transcripts are sent to colleges and universities at the written request of the students. Beginning with the second transcript, a fee of two dollars must be sent with the request form to the Registrar. All financial obligations to the college must be met before a transcript is issued.

WITHDRAWAL PROCEDURES

A student planning to withdraw from the college should understand that his record is not complete until he has officially withdrawn. The student must meet with a counselor and complete a Notice of Withdrawal form and file this with the Registrar of the college. If a student does not follow this procedure, an "F" will be recorded for all courses.

A student must withdraw in person; however, in special cases a student may request by letter to be withdrawn.

The college reserves the right to ask a student to withdraw for reasons of unsatisfactory academic work or conduct detrimental to the spirit and operation of the college.

EXAMINATION POLICY

Examinations must be taken at the scheduled hour. If a student is unable to be present at the scheduled hour for the examination, he must present his reason in writing to the Registrar, and after securing the approval of the instructor (who must devise a new examination) the student may make arrangements with the Registrar for taking the examination. However, a fee of $10 will be charged for each early or late examination.

Students who have a conflict in their exam schedule should inform the Registrar. They will take their exam in a special "conflict room." The student will pick up the exam at the assigned time from the instructor and take it to the room set aside for conflicts.

DELAY OF INSTRUCTOR

If an instructor is late for class, the students should contact the Dean's office to find out if a message was left for the class, and what time the instructor is expected

Students should wait for the instructor in the classroom at least ten minutes before leaving class for the day.

LEARNING RESOURCES CENTER

The Learning Resources Center (Library) has books, periodicals, newspapers, filmstrips, movies, cassettes (audio and visual) and records for student use.

THE CIRCULATING COLLECTION

The circulating collection of books (20,000) is located on the first floor. Books can be borrowed for four weeks and renewed (if no other person has requested the book). Books are checked out by signing a card in the back of the book and having the book and card stamped with the due date at the circulation desk. The fine for overdue books is ten cents per day for each day the library is open.

REFERENCE BOOKS

Dictionaries, encyclopedias, indexes, statistics and fact books are also located on the first floor. They do not circulate.

RESERVE MATERIALS

Books or articles which faculty members require students to read are shelved behind the circulation desk. Students must request materials by course number or title from the Librarians or the student assistants behind the desk. During the day, reserve materials stay in the Library; after 3:00 P.M., they can be checked out for overnight use. They must be returned by 9:00 A.M. the next day. A deposit

of one dollar is required for overnight reserves. This sum is returned to students when they return the materials. The fine for an over-due reserve book is twenty-five cents per hour.

PERIODICALS

Current issues of magazines, periodicals, newspapers, etc. are shelved on the first floor of the Library. Older material is housed on the second floor in alphabetical order by title. Periodical material doesn't circulate. An up-to-date list of all periodical materials owned by Villa Julie Library is kept at the circulation desk.

AUDIO-VISUAL MATERIALS

Films, records and tapes must be requested at the circulation desk. They can be listened to or viewed in several rooms located at the rear of the Library on the first floor. Equipment is supplied by the Library. Audio-visual materials do not circulate.

LOST BOOKS

Books or reserve materials lost or damaged by students must be paid for by students. Grades may be withheld if Library obligations are not paid.

LIBRARY HOURS

In general, the Library is open during all hours classes are being held. For specifics, see the schedule posted on the entrance doors.

SPECIAL SERVICES

Reference - The Librarians will help any student to locate needed materials and will explain how to use reference books, indexes, the microcat, or the card catalog. Do not hesitate to ask for help!

Microcat - The microfilm catalog readers in the Library contain most of the holdings of nine large libraries in Maryland, including Enoch Pratt and Baltimore County Public Libraries. Students can request books listed in this catalog by filling out a book request card and giving it to a Librarian. Books are delivered from these Libraries everyday to Villa Julie, and books from these Libraries can be returned through the Villa Julie Library. Sixteen mm films from Enoch Pratt can also be borrowed.

Xerox - A xerox machine is located in the Library. The cost of operation is ten cents per eight and a half by fourteen inch page.

SPECIAL REQUESTS

The Librarians prefer to spend every available dollar of their budget to purchase new materials rather than expensive security systems. We want to spend every available minute working to make the Library better for you rather than policing you. We therefore ask that you:

- do not remove books or serials from the Library without checking them out;

- do show your books to the Librarian or student assistant on duty as you leave;

- do not eat or drink, or smoke in the Library (there are benches and ashtrays just outside the Library in the lobby);

- do use the main Library exit as other doors have alarms and are to be used only for emergencies.

STUDENT SERVICES

COUNSELING SERVICE

The Counseling Office is located on the ground floor of the Student Center. The service is offered to assist students with the range of personal vocational and academic needs which they may encounter during their years at Villa Julie College.

Individual and group counseling and advisement are available in such areas as: study techniques, career exploration and vocational testing, and personal and social adjustment. Students are encouraged to use these services as their needs require.

The relationship students establish with the counselor is based on the principle of confidentiality as standard ethical practice.

STUDENT TUTORS

Student tutors are selected on the basis of their academic achievement and ability to relate well to others. They are trained in tutoring and study skills.

Arrangements for obtaining a tutor for a particular subject may be made by contacting the Director of the Reading Laboratory.

READING LABORATORY

The Villa Julie Reading Laboratory offers special services to all students who experience either a short or long-term difficulty in study. It is a place where students may acquire a new skill, improve on an old one, or deal with specific learning problems that they have discovered during regular course work.

Specifically, through the Lab any student may receive:

- Support for independent learning strategies in regular courses;
- Long-term remedial work in reading and writing;
- Short-term remedial work in reading, study skills, and writing;
- Guidance for those students who experience difficulty in learning and finding reasons for learning;
- Small group mini-courses or segments of courses for students;
- Individual tutoring in specific study areas for students needing help both long term and short term.

PLACEMENT SERVICE

The Placement Office, located above the food service area, assists students and alumnae in securing full-time and part-time employment. In addition, the Placement Director coordinates the student internship programs.

Services include informing students of job opportunities, pre-screening job

applicants, and maintaining placement credentials for all registered students and alumnae.

Career awareness programs, involving guest speakers from the business, government and professional community, are scheduled throughout the year. Career counseling is available on an individual basis throughout the year. A career information area (CIA) is maintained in the Library for student use.

HEALTH SERVICES

Routine first aid is provided by the Dean of Students. Accidents or emergencies should be reported to the Dean of Students who shall arrange for professional care.

FINANCIAL AID

The Financial Aid Program at Villa Julie College is designed to assist any student who can demonstrate a need for financial help in order to pursue or continue his college education. The amount of financial assistance a student may receive depends solely upon his need - taking into account his own financial resources, those of his parents, and the cost of attendance at Villa Julie College. In addition, a student must be enrolled for six credit hours.

A student seeking financial assistance may receive it in the form of a loan, a scholarship, a grant, on-campus employment, off-campus employment, or any combination of these aids depending on the particular circumstances. The financial aid committee is responsible for formulating policy in regard to financial assistance and the Director of Student Financial Aid is responsible for executing this policy. Students eligible for veterans' benefits should contact the local Veterans Administration Office to obtain the necessary forms.

Consult the Villa Julie College catalog for detailed financial aid information.

THE COLLEGE STORE

The College Store is located on the first floor of Founders' Hall near the vending machines. Students may obtain textbooks, school supplies, cards, stationery, posters and other items in the college store which is open daily.

I. D. CARDS

Identification cards will be issued to each student at Fall registration. The I.D. card, upon presentation, entitles Villa Julie College students to free or reduced admission to mixers, dances, drama and glee club presentations. The I.D. card must be presented to borrow materials from the Villa Julie Library. In addition, students are required to present their I.D. card to college officials upon request. Student discounts are also available at selected stores and establishments throughout the area.

The initial cost of the I.D. card is covered by the Student Activity fee. Losses should be reported immediately to the Dean of Students' Secretary. A charge of $5.00 will be made for the replacement of a lost card.

FOOD SERVICE

Food service is provided by vending machines located in Founders' Hall. Hot and cold lunches, snacks, beverages, and desserts are available. Periodically, special luncheons are prepared by various campus groups for the enjoyment of the campus community.

LOCKERS

The locker room is located on the ground floor of the Student Center. Lockers are assigned during orientation.

Locks are not essential for lockers. However, those using locks must register the combination with the Dean of Students' Secretary. All locks are to be removed by the end of each academic year. The college assumes no responsibility for locks after June 1.

MAILBOXES

Student mailboxes are located in Founders' Hall near the food service area. Each mailbox has the student's name above it.

Although the mailboxes are open, the right of privacy must be observed.

Students are asked to check their mailboxes daily.

LOST AND FOUND

Report all lost-and-found articles to the Student Personnel Secretary.

INFORMATION AT A GLANCE

FOR	WHO	WHERE
Absence of Instructor	Vice-President and Dean of the College	Administration Wing
Academic Program	Faculty Adviser	Administration Wing
Address Change	Registrar	Administration Wing
Admissions	Director of Admissions	Founders' Hall
Athletic Equipment & Bicycles	Student Personnel Secretary	Student Center
Books and Supplies	College Store	Founders' Hall
Clubs and Activities	Director of Student Activities	Student Center
College Internships	Director of Placement Services	Founders' Hall
College Policy	President	Administration Wing
Course Changes	Registrar	Administration Wing
Faculty Office Hours	Posted on Their Doors	See Map Section
Fees, Charges, Tuition	Business Manager	Administration Wing
Grades	Registrar	Administration Wing
Grievances	Dean of Students	Student Center
I.D. Cards	Student Personnel Secretary	Student Center
Illness or Injury	Dean of Students	Student Center
Jobs, Part or Full-Time	Director of Placement Services	Founders' Hall
Library	Librarian/Assistant Librarian	Library
Lockers	Student Personnel Secretary	Student Center
Lost and Found	Student Personnel Secretary	Student Center
Personal/Social Problems	Counselor	Student Center
Reference Materials	Librarian	Library
Scholarships and Loans	Director of Financial Aid	Learning Center
Scholastic Problems	Dean of College/Dean of Students	Adm. Wing/Stud. Ctr.
Social Activities	Director of Student Activities	Student Center
Sports Activities	Recreation Coordinator	Student Center
Student Government	Director of Student Activities	Student Center
Student Publications	Director of Student Activities	Student Center
Student Rights and Responsibilities	Dean of Students	Student Center
Test Interpretations	Counselor	Student Center
Transcripts	Registrar	Administration Wing
Transfer Information	Dean of the College	Administration Wing
Tutoring	Director of the Reading Lab	Mueller Building
Vocational Planning	Counselor/Director of Placement	Stud. Ctr./Founders' Hall
Withdrawal from College	Dean of Students/Registrar	Stud. Ctr./Adm. Wing

WHOM TO SEE FOR INFORMATION

President	Sister Mary Stephen Manuszak Learning Center, Administration Wing
Vice-President and Dean of the College	Sister Helen Lawrence Dawson Learning Center, Administration Wing
Dean of Students	Lois M. O'Brien Student Center, Ground Floor
Business Manager	Joseph Greenfield Learning Center, Administration Wing
Director of College Relations Public Relations - Development	Virginia Tanner Learning Center, Administration Wing
Registrar	Sister Mary Alice Dante Learning Center, Administration Wing
Head Librarian Assistant Librarian	Mary S. Dagold Chen-Li Lee Learning Center, Library
Director of Admisssions	Robert C. Koermer Founders' Hall, First Floor
Director of Student Financial Aid	Sister Mary Bernadette Killian Learning Center, Colonnade Side
Director of Public Information Services	Geraldine O. Myers Learning Center, Colonnade Side
Director of Special Programs	Barbara S. Hawkins The Mueller House
Director of Placement Services	Anne D. Shelton Founders' Hall, Second Floor
Director of Reading Laboratory	Esther B. Rosenstock The Mueller House
Counselor	Beulah M. Newby Student Center, Ground Floor
Director of Student Activities	Linda Ciotola Student Center, Ground Floor
Recreation Coordinator	Katy Szymanski Student Center

ACTIVITIES & AWARDS

CO-CURRICULAR ACTIVITIES

The Fine Arts Festival

Each Spring a day is set aside to commemorate the founders of Villa Julie College with a festival of the Fine Arts. The program includes presentations in dance, music, drama and song as well as poetry readings and an art exhibit. An outdoor cafe is also part of the festivities.

Drama

Major productions are scheduled during the year by the Drama Department. Villa Julie students perform at various informal campus/community gatherings and have staged productions in recent years at the Annapolis Fine Arts Festival, the Towson Arts Festival, and at the dedication of the Inner Harbor Project.

Music

The Chorus presents concerts during the year and is often incorporated into the program of college ceremonies and celebrations.

Art

Exhibitions of well-known artists are held periodically in the Art Wing Gallery and in the VJC Library. Student art work is also displayed in the Art Wing at various times throughout the year.

Groups of local professional artists and sculptors frequently schedule special exhibitions for the Villa Julie Library.

Lecture Series

A lecture series is held each Wednesday from 1 to 2 P.M. Each week different speakers or panelists discuss a wide variety of topics from current issues to choice of lifestyle.

COLLEGE ACTIVITIES

Orientation

The new student orientation program is designed to facilitate a student's transition into college life. Students are informed as to academic requirements and procedures, as well as student personnel services and extra- and co-curricular events.

The program begins with pre-registration during the summer. At this time students meet with the Vice-President of the College, members of Student Personnel Services, and Faculty Advisers to discuss program and course selection.

The orientation program continues prior to the beginning of classes when meetings

and activities are planned to acquaint incoming students with campus life and to integrate them into the college community.

A parent orientation program is also planned each year. Parents are invited on campus in order to learn about Villa Julie College life and to speak with representatives from the administration and faculty.

All-College Meetings

All-College meetings are convened quarterly by the President of the College to provide a forum through which to communicate the "state of the college" to students, faculty, and staff and to discuss topics of importance to the college.

Other members of the community also share ideas and plans with the entire group at this time.

Campus Days

The Admissions Office arranges two days every year on which high school students are given the opportunity to visit the college, to sit in on classes, to talk with students and faculty, and generally, to learn about the college on a first-hand basis.

Closing Convocation

Those students who have achieved high academic standing, as well as those who have been eminent in their service to the college, are honored by a general convocation of students and faculty near the end of the academic year.

Baccalaureate Service

This final gathering of the Senior class before graduation is planned primarily by the graduating class itself. The service solemnly commemorates the completion of one phase of the student's life and celebrates the opening of another. Family and friends are encouraged to share in this experience.

Commencement

The culmination of each academic year is commencement at which seniors, parents, family, and friends attend the presentation of degrees and honors. Freshmen are invited to attend these exercises.

COLLEGE COMMITTEES

Student-Faculty-Administration Board

The SFA/Student-Faculty-Administration Board serves as an advisory body to the President and administration of the college for the formulation of major policies and changes which affect the college community as a whole, and to maintain open lines of communication among students, faculty, and administrators. This Board consists of five administrators, five faculty members elected by the faculty, five seniors elected by the seniors, and five freshmen elected by the freshmen. The President of the College convenes and presides at the meeting of the SFA, and

voluntarily accepts its majority decisions except in such cases as may run counter to other responsibilities of the college and of the President as Chief Executive Officer of the College.

Student Affairs Committee

The Student Affairs Committee considers issues, policies and services which affect the development of each student. The Committee, chaired by the Dean of Students, consists of Student Government members-at-large and faculty members. Members of the Student Development Committee serve as alternate representatives to the SFA Board.

Special Events Committee

The Special Events Committee is chaired by the Director of Student Activities and includes faculty/staff/students who assist in the planning and implementation of special college events.

Student Orientation Committee

Students, recommended by faculty members, are selected to serve on the Orientation Committee. Members of the Committee assist with planning orientation activities for the incoming Freshmen class; are trained as group discussion leaders; write letters of welcome to the incoming students. Members also assist with the parent orientation.

STUDENT ORGANIZATIONS AND CLUBS

Every day the college schedules a free period from 1 to 2 P.M. to accommodate various extra-curricular activities. Meetings and work periods as well as campus interest group events are usually scheduled during this time. Every student is cordially encouraged to avail himself of this free time to participate in any one of the following extra-curricular activities.

Student Government Association

The Student Government Association of Villa Julie College believes that student participation in the conception and implementation of campus activities and policies promotes not only the intellectual development and maturation of the individual, but also a sense of cohesiveness within the campus community. The organization and perpetuation of a student government at Villa Julie offers students opportunities for practical application of professional skills and for the development of administrative abilities. In addition, student government, by organizing a range of extra-curricular activities (including mixers, concerts, speakers, films, informal athletics, community projects, etc.), helps to enrich campus life, thus broadening the college experience of every student.

All students are invited to meetings. Student opinion and participation are actively solicited through Student Government Association subcommittees. Any student interested in making suggestions or expressing attitudes to the Student Government Association can contact any SGA or class officer. Any student interested in serving on the Student Government Association in any capacity can contact the Director of Student Activities. A complete copy of the Student Government Association Constitution is available from the Director of Student Activities.

Black Students' Union

The Black Students' Union was established at Villa Julie College in November, 1971. The organization exists to promote an awareness and appreciation of Black culture on the Villa Julie campus; and to promote wisdom and knowledge of Blackness in its members both as individuals and as a group. Various activities, social and cultural, are sponsored by the Black Students' Union throughout the academic year.

Future Secretaries of America

A Future Secretaries of America chapter was established at Villa Julie College in 1975. The purpose of FSA is to stimulate interest in the secretarial profession, develop an appreciation of the importance of basic skills, and encourage students to develop a high level of competence through a continuing program of education. In cooperation with the Monumental Chapter of the National Secretaries Association, members have an opportunity to participate in workshops, seminars, and National Secretaries Week; members also have an opportunity to sponsor speakers, trips and projects.

Fine Arts and Advertising Clubs

The Fine Arts and Advertising Clubs work in tandem with the Fine Arts Department to coordinate and publicize college play productions, the Fine Arts Festival, and other Fine Arts activities on campus.

College Publications

College publications include "The Villager," the student newspaper, and "Seven Oaks," the college yearbook. The newspaper is published on a monthly basis and is operated and managed by students with the assistance of a faculty adviser. A journalism class works in tandem with the publication of the paper and aspiring (though inexperienced) journalists should consider adding this course to their schedule. Other interested students can contact the editor or adviser of the paper in Founders' Hall.

The yearbook, revived as the "Seven Oaks," is also compiled by students with some assistance by a faculty adviser. The book attempts to distill the events, people, and occurrences of each academic year at Villa Julie into a photographic image. Any student interested in working on the staff should contact the editor or faculty adviser.

Recreation

The Recreation Coordinator offers activities such as volleyball, tennis, jogging, pool and table tennis tournaments, card clubs, softball and basketball. A bowling team meets once a week at Fairlanes Pikesville. Special activities are also offered, such as gymnastics, slimnastics, yoga, and various dance classes. If there is a demand for any recreational activity, the Recreation Coordinator is there to help meet these demands. Various sports equipment is available on loan to students upon presentation of Villa Julie College I.D. cards. A ski trip is planned for the winter and an all-college picnic will be planned for

the Spring. A recreation club is open to all interested students.

The college has its own tennis courts. Beginners and intermediate lessons are offered at various times throughout the year. A tennis club utilizes the Villa Julie College courts June 1 through October 1, but Villa Julie College students have priority. Keys to the courts may be obtained from the Student Personnel Secretary. Weekend and overnight use of the key is permitted for students enrolled for six credits or more. I.D. cards are to be left with the secretary during the time a student has the court key. Failure to return keys promptly will result in loss of court privileges.

AWARDS

Villa Julie College honors the following traditions:

VJ Pin

The VJ Pin is the college's highest, most comprehensive, honor. It is awarded during commencement week to the student or students in whose total personal performance is found a striking, consistent, and continually growing achievement of the values central to Villa Julie:

- the ability to think and the ability to translate thought into action;
- respect for the dignity of the individual;
- responsibility; personal independence;
- in short, a student not only capable of bringing meaning to the world around him/her, but already giving evidence that he/she will not merely adjust to life but make a difference in it.

Recipients of the award are selected by a committee of administration, faculty and staff.

Unsung Senior Award

The Unsung Senior Award is given during commencement week to the senior who with no formal recognition, unselfishly and unceasingly gave of himself and his time to the college. The recipient is nominated by faculty and senior students and voted upon by the Senior Class.

Elizabeth McWethy Award

This award is bestowed upon the student who has performed or achieved in an outstanding manner, developed his creative potentialities, manifested genuine concern for others, and who has, hence, been a significant influence in the lives of those around him.

Joan Suzanne Gregory Award

The Joan Suzanne Gregory Award is presented at graduation to the outstanding graduate of the Medical Secretarial Program. This student has exhibited superior performance in secretarial skills, outstanding achievement in the medical studies, above average achievement in liberal art studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The

recipient is selected by faculty engaged in the Medical Secretarial Program.

Edna A. Sweeney Award

The Edna A. Sweeney Award, for the outstanding senior in the Business/Legal Secretarial Program, is presented at graduation to the student who has exhibited superior performance in secretarial skills, outstanding achievement in Business/Legal studies, above average achievement in liberal art studies, and personifies through personal integrity the ideals of Villa Julie College and of the profession. The recipient is selected by faculty engaged in the Business/Legal Secretarial Program.

Evalyn M. Stevenson Award

The Evalyn M. Stevenson Award, presented to the outstanding senior in the Child Study Program at graduation, honors the student who has manifested cultural and intellectual interests, exhibited superior achievement in the theoretical and practical aspects of each of the Child Study courses, demonstrated ability to communicate with children and to foster their creative growth, manifested integrity, personal freedom, love of children, and dedication to the ideals of Villa Julie College and of the profession. The recipient is selected by the faculty engaged in the Child Study Program.

H. David Reese Award

Presented to the outstanding graduate of the Transfer Programs, the H. David Reese Award honors the senior who has manifested intellectual interest, exhibited superior achievement in each division of the liberal arts, ranked in the top quintile of the class, and manifested integrity, personal freedom, understanding, responsiveness, and creativity.

Villa Julie College Award

Presented to the outstanding graduate of the Allied Health Programs, this award recognizes the student whose outstanding performance in the Allied Health area, above average achievement in liberal arts studies, personal integrity and manifested dedication to the medical profession, personifies the ideals of Villa Julie College. The recipient is selected by the faculty engaged in the Allied Health Programs.

Villa Julie College Award

Presented to the outstanding graduate of the Legal Assistant Program, this award honors the student who has demonstrated superior performance in the legal specialty courses and outstanding achievement in related areas of study and who, through manifestation of professional attitude and personal integrity, embodies the ideals of Villa Julie College and of the legal profession. The recipient is selected by the faculty engaged in the Legal Assistant Program.

Villa Julie College Award

Presented to the outstanding graduate of the Accounting Program, this award recognizes the student whose superior performance in each of the accounting

specialty courses, outstanding achievement in related areas of study, above-average achievement in liberal arts studies, and manifestation of professional attitude and personal integrity, embodies the ideals of Villa Julie College and the accounting profession. The recipient is selected by the faculty engaged in the Accounting Program.

Villa Julie College Award

Presented to the outstanding graduate of the Court Reporting Program, this award honors the student who has demonstrated superior performance in the reporting skills, outstanding achievement in related areas of study, shows promise of professional growth and who, through manifestation of professional attitude and personal integrity, personifies the ideals of Villa Julie College and the reporting profession. The recipient is selected by the faculty engaged in the Court Reporting Program.

GENERAL INFORMATION & REGULATIONS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Introduction:

In compliance with the "Family Educational Rights and Privacy Act of 1974" as amended (P.L. 93-568), Villa Julie College has formulated the following policy for release of student information, student access to records, and right of students to challenge accuracy of the record.

External Lawful Access to Student Records:

Student educational records are not released to anyone without the written consent of the student except as otherwise permitted by the statute. Exceptions include release of information to officials of other institutions in which students seek to enroll; persons or organizations providing student financial aid; accrediting agencies carrying out their accrediting function; persons in compliance with a judicial order; authorized officials who audit, evaluate or enforce Federal and State supported programs; persons in an emergency in order to protect the health or safety of students or that of other persons; parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1954, Section 152.

Internal Lawful Access to Student Records:

Access to student files within the college is restricted to the student and to official personnel of the college who act in the student's educational interest. Official personnel include persons from the office of Dean of the College, Dean of Students, Registrar, Activities, Placement, Admissions, Financial Aid, Business Manager, and academic personnel within the limitations of their need to know.

Directory Information:

Consent of the student is not required for release of "Directory Information"; viz. the student's name, address, date and place of birth, telephone number (if listed), dates of attendance, program pursued, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may withhold Directory Information by notifying the Registrar in writing, on the form provided for this purpose, within the first two weeks of the academic year. Requests for non-disclosure will be honored by the college for one academic year; they must be filed annually.

Limitations on Students' Right to Inspect Education Records:

Villa Julie College maintains student records in the offices named on the appended list. Excluded from the definition of educational records are the personal notes of teachers and administrators. Students also are not permitted access to their parents' financial statements.

Procedure for Inspection of Records:

With the exception of those marked by an asterisk (*), the records are available to the individual student upon request. Students have the right to inspect and review information in their official college records. The Registrar coordinates the inspection and review procedures for student education records, which include academic, personal, placement, admissions and financial files. Students wishing to review their education records must make written requests of the Registrar listing the item or items of interest. The Registrar must grant access within a reasonable period of time, but in no case more than forty-five days after the request has been made. Students may have copies made of the records with certain exceptions (i.e., a copy of the academic record for which a financial "hold" exists, or a transcript of an original source document which exists elsewhere). These copies are made at the student's expense.

Right to Challenge Records:

Students who believe that information contained in their education records is inaccurate or misleading or violates their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's request, the records will be amended accordingly. If not, the student will be notified within a reasonable period of time (i.e., three weeks) that the records will not be amended; the student will also at that time be informed by the Registrar of his right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of the College who, within a reasonable period of time after receiving such requests (i.e., three weeks), will inform the student of the date, place and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of his choice, including an attorney, at the student's expense. The hearing panel which will adjudicate such challenges will be composed of the Dean of the College, the Dean of Students, and the Department Chairman of the students' programs.

Decisions of the Hearing Panels:

The decision of the hearing panel will be final. The decision will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reason for the decision, and will be delivered to all parties concerned. If, as a result of the hearing, the college decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it will amend the education records of the student accordingly and so inform him in writing. If, as a result of the hearing, the college decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will inform the student of the right to place in his education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the college. This statement will be placed in the education records and released whenever the records in question are disclosed.

Right to File Complaints with HEW:

A student who believes that his rights have been violated, may file a complaint with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201, concerning the alleged failure of the college to comply with the Act.

Student Records Maintained at Villa Julie College

Business Office

Access	On File	In Charge of Records
Administrators Staff	Nat'l Direct/Defense Student Loan Records Scholarship Records Tuition payment records Work-study student payroll	Business Manager

Admissions Office

Access	On File	In Charge of Records
Admissions Committee Staff	Applications for admission to the college, and high school or previous college transcripts (later sent to Registrar's Office). Health records (later sent to Dean of Students' Office). Applications and transcripts of non-registrants (destroyed after 3 years).	Director of Admissions

Dean of Students' Office (All records destroyed when student leaves the college)

Access	On File	In Charge of Records
Dean of Students	Health Records Summary report of Strong Vocational Interest questionnaire *Counseling Interview Sheets	Dean of Students

Financial Aid Office

Access	On File	In Charge of Records
Coordinator of Financial Aid	*Parents' Confidential Statement Financial Aid Form Basic Grant Student Eligibility Reports Student affidavits Loyalty Oath for students receiving NDSL aid Promissory notes for NDSL Schedule of repayment for NDSL Exit interview forms for NDSL	Director of Financial Aid

Registrar's Office

Access	On File	In Charge of Records
Administration Faculty	Materials submitted when applying for admission: applications, previous transcripts, SAT scores Academic data: VJC transcripts, class schedules, quarter grades, class rank lists, probation lists	Registrar

Placement Office

Access	On File	In Charge of Records
Administration Faculty Staff	Records and employer evaluations of internship, fieldwork and clinical experience Students' employment records, including employer evaluations Faculty evaluations of students Student/alumnae employment registrations and records of job referrals Alumnae follow-up employment records Student activity records	Director of Placement

EQUAL OPPORTUNITY POLICY

Villa Julie College admits students of any race, color, sex, religion, national or ethnic origin to all its programs, activities, rights, privileges, and benefits. The college also is in compliance with federal regulations regarding prohibition of discrimination on the basis of age, conditions of handicap, and veteran status.

ALCOHOL POLICY

Villa Julie College, in accordance with Maryland State Law, allows the serving of beer and light wines to persons 18 years of age and older at those college functions deemed appropriate and approved in advance by the Dean of Students.

Valid identification shall be required of all students and guests attending approved functions.

Students are expected to recognize their responsibility for compliance with civil law and to exercise good judgment in the use of alcoholic beverages. Abuse of alcoholic beverages, or disorderly conduct resulting from its use, may result in expulsion from the function, and/or disciplinary action by the college.

DRUG POLICY

The Villa Julie Community, recognizing the inherent dangers of drug abuse to both the individual and the community, affirms such abuse to be contrary to our goals. Therefore, the use of drugs is prohibited on the college campus.

To aid the individual involved in drug abuse, counseling will be available through the resources of the Villa Julie Community as well as social agencies and psychiatric referrals.

Members of the community should also be aware that drug abuse by an individual could result in further action.

Policy Approved by Administrative
Council, April, 1971

SNOW DAYS/INCLEMENT WEATHER

Day Classes

Villa Julie College follows the snow policy of the Baltimore County Schools. Information about closing or late opening can be heard on radio stations in the morning. Please do not call the college.

When the Baltimore County Public Schools are closed, the college is closed.

When the Baltimore County Public Schools open one hour late, the 8 o'clock classes scheduled for that day are cancelled; the rest of the scheduled classes

are as usual. Two or three hour classes which normally start at 8 o'clock will begin at 9 o'clock, thereby losing only one hour of class time. A similar procedure is followed when Baltimore County Public Schools open two or more hours late.

Evening Classes

Special radio announcements will be made if evening classes are cancelled.

PARKING AND CAR REGULATIONS

1. Parking is permitted on any parking lot except visitors' parking lot.

   Parking is strictly forbidden in the following areas:
   A. The fire circle (around visitors' lot and Learning Center)
   B. Any "x"ed area
   C. The grass (this means that no portion of any car should be on the grass)
   D. Any driveway or road
   E. The visitors' parking area
   F. Any area where parking would impede the flow of traffic

2. Cars must be parked between two white lines, using one space only. Cars should not be parked on an angle. Parking in two spaces will result in a ticket being issued to the violator.

3. All vehicles must be registered with the Secretary of Student Personnel Services by September 30. At the time of registration, copies of college parking regulations will be issued.

4. Registered vehicles found in violation of parking restrictions shall receive tickets in the following amounts:

   1st offense - $ 4.00
   2nd offense - 10.00
   3rd offense - 20.00

The Registrar's office will be notified, as well as the Business Office, and no grades or transcripts will be issued until all fines are paid.

5. UNREGISTERED vehicles found in violation of parking restrictions shall be dealt with in the following manner:

   A. License tag numbers will be recorded by the parking patroller.
   B. The DMV will be contacted and the name of the vehicle owner shall be forwarded to the college by the DMV.
   C. A ticket will then be issued in the amount of $20.00 for each violation. (The amount of the fine for unregistered cars parked in restricted areas is greater than the amount of the fine for registered vehicles due to the cost, and time, of obtaining the owner's name from the DMV). No grades or transcripts will be issued until all fines are paid.

Please help protect yourself and others by full cooperation with the parking policies and by observing the 10 m.p.h. speed limit on campus.

SMOKING AND EATING

Because of fire prevention and housekeeping standards, smoking and eating are allowed in the Student Center dining and lounge areas only. There must be no smoking, eating or drinking in the Library, classrooms or lecture rooms.

BULLETIN BOARDS

Bulletin boards are located in strategic areas throughout the college. In Founders' Hall and the Student Center, bulletin boards are designated for Student Government, College activities, outside events, placement, area cultural activities, foreign study, college transfer information.

No posters or notices are allowed on windows or walls without the permission of the Director of Student Activities. Posters and notices must be removed within one week after the event.

TELEPHONES

The college telephone (301) 486-7000 is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Messages received for students will be placed in their mailboxes. Faculty and students will be called from class for emergency reasons only.

Pay phones are available for student use. Their locations are:

486-9869 - Student Center
486-9872 - Lobby, Learning Resource Center
484-9758 - Stairway to Theatre

STUDENT CHANGES OF ADDRESS

All student changes of address and/or telephone numbers should be reported to the Registrar's office.

CARE OF BUILDINGS

The buildings will be open from 7:30 a.m. to 6:00 p.m., Monday through Friday (plus evening school schedule). Students and their guests are expected to show maturity in their responsible treatment of Villa Julie College buildings and grounds.

Any need for repairs should be reported immediately to the Business Office.

For special use of the buildings, such as dances or other activities, permission must be received through the Business Office. Attaching of posters, etc., to walls or doors may only be done with masking tape, never scotch tape.

GUESTS ON CAMPUS

Guests of students may be entertained in the Student Center. They may also attend classes with the permission of the instructor. The college campus is private property, and guests may be asked to leave at the discretion of the college.

PETS/ANIMALS

No animals are permitted to be brought on campus.

TUITION AND FEES

Payment in full of the tuition and fees for each semester is required on or before Registration Day of that semester. Students will not be admitted to classes until all financial requirements are met. Questions regarding financial matters should be directed to the Business Office.

REFUNDS

Tuition is refundable according to the following schedule:

Fall/Spring Sessions

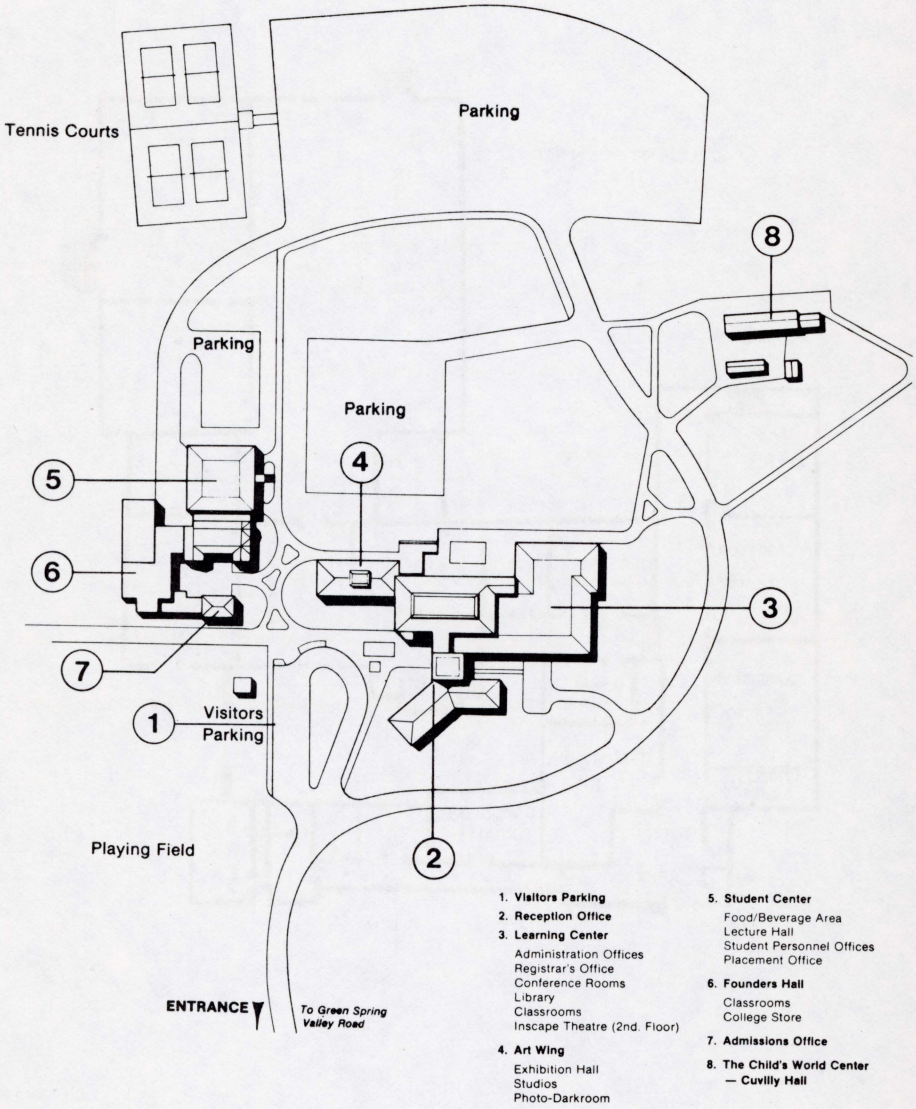
During first week of class 80%
During second week of class 60%
During third week of class 40%

January/Summer Sessions

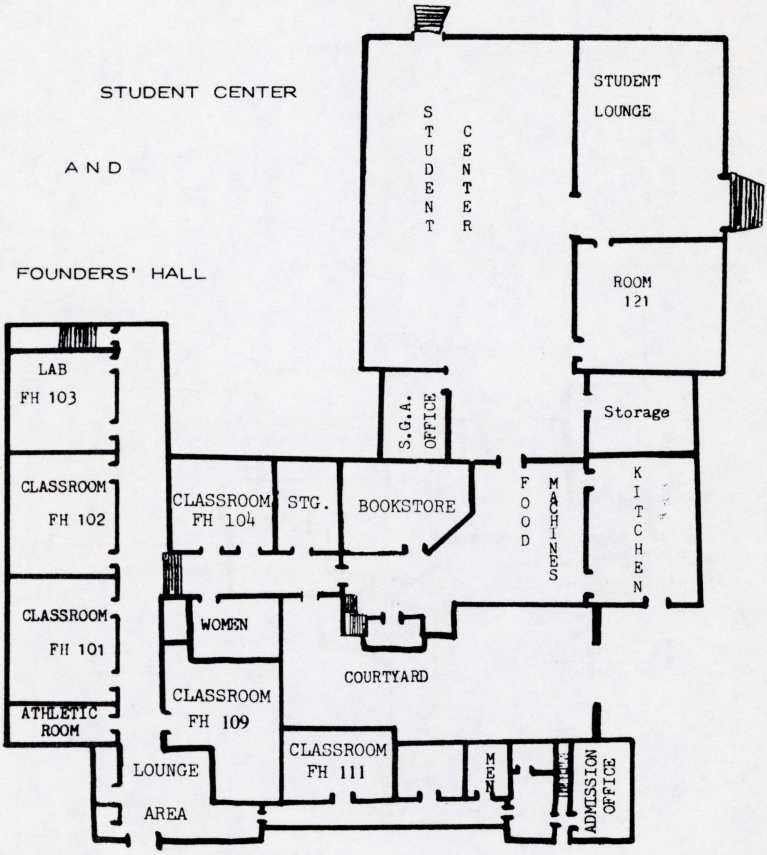
During first week of class 50%

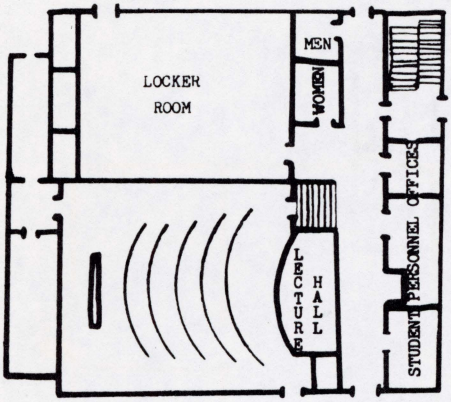
The class week is calculated from the date instruction begins for the session. Refunds are computed as of the date on which the request for a refund is received in the Business Office.

NOTE: This request is in addition to the normal withdrawal notification required to be submitted to the Registrar's Office.



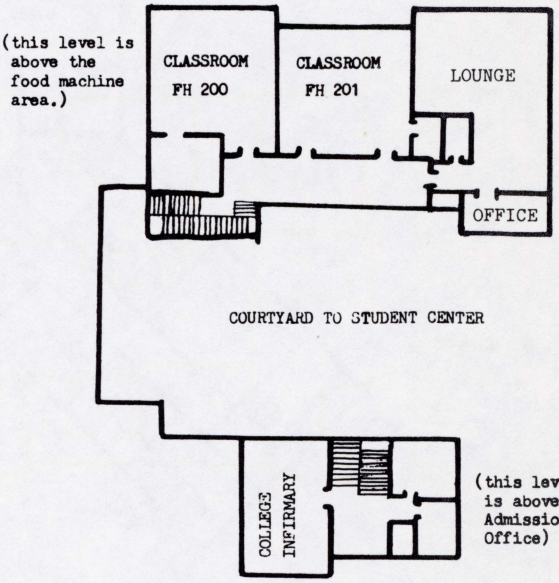
1. **Visitors Parking**
2. **Reception Office**
3. **Learning Center**
   Administration Offices
   Registrar's Office
   Conference Rooms
   Library
   Classrooms
   Inscape Theatre (2nd. Floor)
4. **Art Wing**
   Exhibition Hall
   Studios
   Photo-Darkroom
5. **Student Center**
   Food/Beverage Area
   Lecture Hall
   Student Personnel Offices
   Placement Office
6. **Founders Hall**
   Classrooms
   College Store
7. **Admissions Office**
8. **The Child's World Center — Cuvilly Hall**


STUDENT CENTER
AND
FOUNDERS' HALL
STUDENT CENTER
STUDENT LOUNGE
ROOM 121
Storage
S.G.A. OFFICE
FOOD MACHINES
KITCHEN
LAB FH 103
CLASSROOM FH 102
CLASSROOM FH 101
ATHLETIC ROOM
CLASSROOM FH 104
STG.
BOOKSTORE
WOMEN
COURTYARD
CLASSROOM FH 109
LOUNGE AREA
CLASSROOM FH 111
MEN
WOMEN
ADMISSION OFFICE



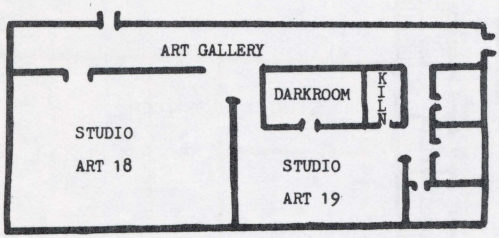
STUDENT CENTER

Ground Floor

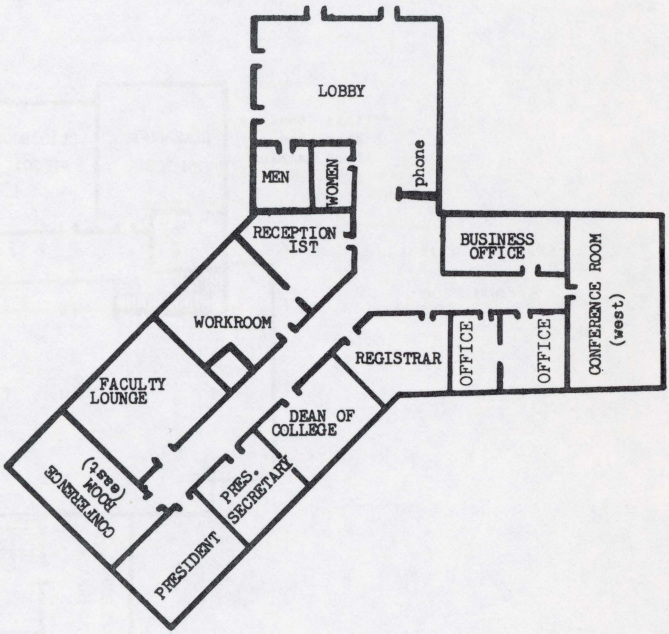


FOUNDERS' HALL

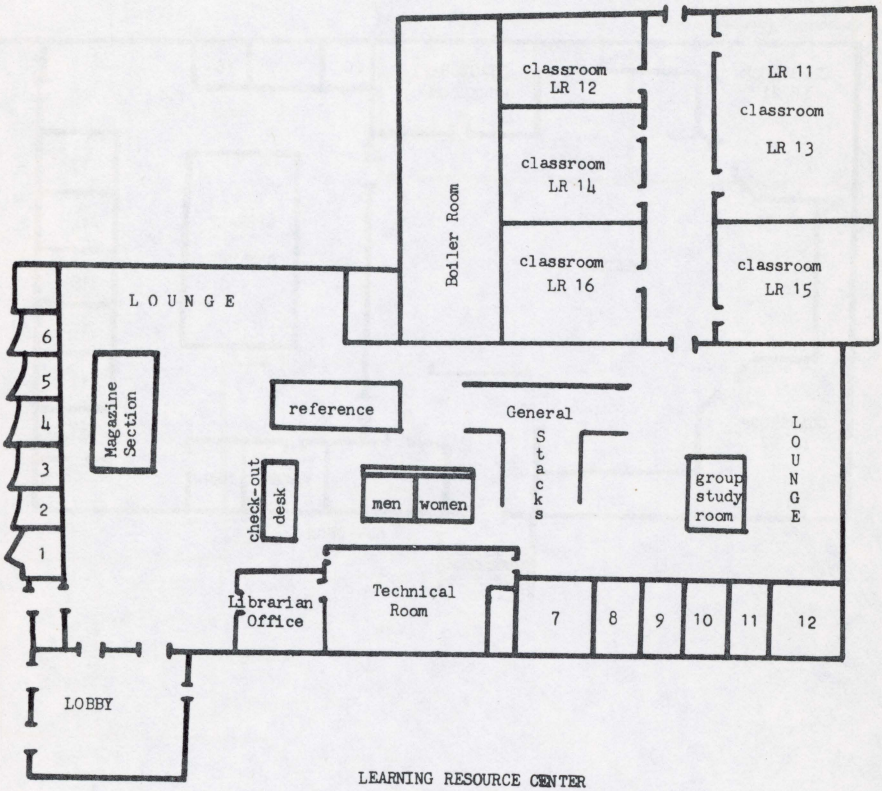
Second Floor



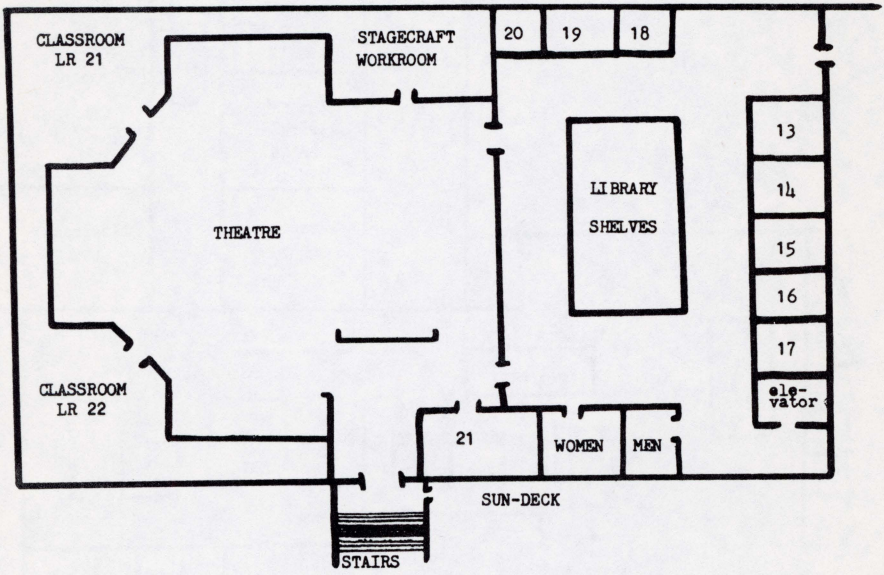
ART WING



ADMINISTRATION WING



LEARNING RESOURCE CENTER
Library and Classrooms



LEARNING RESOURCE CENTER

Second Floor